

# UTAH DEPARTMENT OF PUBLIC SAFETY DIVISION OF HOMELAND SECURITY

## DHS TRAINING SECTION

[www.dhls.utah.gov](http://www.dhls.utah.gov)

### PROTOCOLS FOR BY-REQUEST TRAINING

Utah's Department of Public Safety, Division of Homeland Security (DHS) publishes and promotes an annual calendar identifying the emergency services training offered to individuals, organizations, jurisdictions, and/or agencies from throughout Utah. This information is posted on the DHS website and distributed through periodic mass mailings, handouts, and upon individual requests. Those participating in emergency services training are strongly encouraged to coordinate these scheduled offerings into their training programs in order to meet their specific training requirements.

In an effort to better support the periodic *by-request* training need, the DHS Training Section has established guidelines to assist these requests in a more efficient and effective manner. Requests will be reviewed and a prompt response will be provided.

**REQUEST FOR TRAINING:** Make request 90 days prior to offering date for training 9 to 40 hours in length. For trainings 2 to 8 hours in length, make request 60 days prior to offering date. Please provide a selection of three (3) potential dates for course offering. Offering date is negotiable.

**MINIMUM PARTICIPANTS:** Recommended 25 participants for courses 9 to 40 hours in length. Recommended 18 participants for trainings 2 to 8 hours in length.

**RECRUITMENT OF PARTICIPANTS:** Primary responsibility of requesting party.

**COSTS:** Costs for course materials, refreshments, facilities, and necessary overnight accommodations may be the responsibility of the requesting party. Some costs may be negotiable.

**ADMINISTRATIVE LOGISTICS:** DHS will coordinate course logistics with requesting party, but will typically provide for the instructor(s), course announcement and acceptance letters; registration process, certificates of completion as needed, and provide for the training equipment necessary for course delivery.

**DHS CONTACT FOR REQUESTS:** Ted Woolley, State Training Officer, (801) 538-3758.

